

ODP 0-1054  
1 AUG 1980

MEMORANDUM FOR: Director of Training

FROM: Bruce F. Johnson  
Director of Data Processing

SUBJECT: Orientation Training

REFERENCE: Your memo dtd 29 July 80, same subject  
(OTR 80-5738)

1. In comparing reference with our training records, we have found that only one of the individuals you listed is a candidate for orientation training. Specifically we have verified the following:

Orientation for New Employees

- STATINTL [REDACTED]
- Staff employee returned from LWOP
  - Attended 11-14 March 1980
  - Attended 8-11 April 1980

Introduction to CIA

- STATINTL [REDACTED]
- STATINTL [REDACTED]
- Student trainee (per OTR oral instruction, should not be enrolled until converted to staff employee)
  - Student trainee who converted to staff status in January 1980. Form 73 has been submitted to OTR for her enrollment in the next class.

2. During the past year ODP has exerted much effort to ensure that new EOD's obtain the basic training they need. We believe we have been quite successful in this regard, but we appreciate your calling to our attention any apparent omissions so that we can ensure that no one is overlooked.

(s) Bruce T. Johnson

Bruce T. Johnson

cc: ODP Training Officer  
O/D/ODP/DC/AS:ee/8-6-80  
Distribution: Orig - adse

1 - ODP Trng Officer  
2 - O/D/ODP

Approved For Release 2001/07/12 : CIA-RDP83T00573R000300140004-3

5 August 1980

MEMORANDUM TO: Director, ODP

STATINTL FROM: [REDACTED] ODP Training Assistant

SUBJECT: Orientation Training

REFERENCE: OTR Memo, dated 29 July 1980,  
Same Subject.

1. In response to the list of names reported to you as not being enrolled in the formal orientation courses (Introduction to CIA and Orientation for New Employees), my records reflect the following:

INTRODUCTION TO CIA

STATINTL

[REDACTED]

A Student Trainee (should not be enrolled until converts to Staff employee)

A Student Trainee who converted to Staff employee in January 1980 (an oversight on my part). Form 73 submitted August 1980

ORIENTATION FOR NEW EMPLOYEES

STATINTL

[REDACTED]

- Rehire
- Attended in March 1980
- Attended in April 1980


[REDACTED] STATINTL

Attachments: Completion Certificates  
issued by OTR

TRAINING REPORT

ORIENTATION FOR NEW EMPLOYEES  
(No. 4-80) 32 hours-full time

11 - 14 March 1980

25X1A NAME :  YEAR OF BIRTH : 1952  
GRADE : 04 EOD : 0180  
OFFICE: ODP SERVICE DESIGNATION: MZ  
CLASS ENROLLMENT : 53

COURSE OBJECTIVE

In this course, each student is expected to gain a basic understanding of the missions and structure of CIA and an appreciation of the rights and responsibilities of its employees.

Methods of meeting this objective are through lectures, films, readings, discussion groups, and a final examination.

This is to certify satisfactory completion of this course.

FOR THE DIRECTOR OF TRAINING:

25X1A



25 June 1980

Date

DERIVATIVE CL BY 012601  
REVIEW ON 14 MARCH 2000  
DERIVED FROM A9a5.2

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TRAINING REPORT

ORIENTATION FOR NEW EMPLOYEES  
(No. 5-80) 32 hours-full time

8 - 11 April 1980

25X1A NAME :  YEAR OF BIRTH : 1950  
GRADE : 04 EOD : 0180  
OFFICE: ODP SERVICE DESIGNATION: MZ  
CLASS ENROLLMENT : 45

COURSE OBJECTIVE

In this course, each student is expected to gain a basic understanding of the missions and structure of CIA and an appreciation of the rights and responsibilities of its employees.

Methods of meeting this objective are through lectures, films, readings, discussion groups, and a final examination.

This is to certify satisfactory completion of this course.

FOR THE DIRECTOR OF TRAINING:

25X1A



25 June 1980

Date

DERIVATIVE CL BY 012601  
REVIEW ON 11 MARCH 2000  
DERIVED FROM A9a5.2

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UNCLASSIFIED



INTERNAL



CONFIDENTIAL



SECRET

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Orientation Training

FROM:

DTR  
1026 C of C

EXTENSION

3245

NO

OTR 80-5738

DATE

29 July 1980

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/ODP  
2D0105 HQS

8/1

J

2. EO

10/7

J

3. DD

10/7

Er

4. DC/AS

Re train  
done 8/15

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1-4  
I don't understand  
this. We have (I  
thought) firm rules  
on attendance at these  
courses. How did these  
people get passed over?

BJ

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FORM  
3-62

610

USE PREVIOUS  
EDITIONS

SECRET



CONFIDENTIAL

INTERNAL  
USE ONLY

UNCLASSIFIED

CONFIDENTIAL

DDI 0-1029

OTR 80-5738

MEMORANDUM FOR: Director of Data Processing

FROM: Donald E. Smith  
Director of Training

SUBJECT: Orientation Training

25X1A

1. As you know, the Headquarters Regulation regarding orientation of new employees [REDACTED] has been revised to emphasize attendance in the formal orientation courses conducted by the Office of Training, in addition to the entrance-on-duty briefings given by the Offices of Personnel and Security.

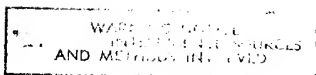
2. All new professional employees should enroll in the Introduction to CIA, and new clerical and technical support personnel should attend the Orientation for New Employees. Responsibility for monitoring compliance with this regulation rests in the Office of Training.

3. The Office of Training obtained from the Office of Personnel Policy, Planning and Management a computer listing of employees who have entered on duty since 1 January 1980. The attached lists indicate the names of those new employees in your Office who, according to OTR records, have not enrolled in the appropriate course. Inasmuch as I have been charged by the DDCI with reporting delinquencies, we expect these employees to be registered for attendance during the next three months or alternate action to be taken as specified in the regulation. It is possible that the lists contain the names of some rehired annuitants; these should be disregarded. Dates of future runnings of both courses are listed in the OTR Schedule of Courses, and additional information on offerings can be found in the Registration Statistics. For information, call OTR Central Registrations on extension 202.

  
Donald E. Smith

25X1A

Attachment



Unclassified when separated  
from attachment.

DECLASSIFIED BY 007737  
DECLASSIFIED ON 29 July 2000  
EXEMPTED FROM A9c5.2

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DECLASSIFIED ON 29 July 2000  
EXEMPTED FROM A9c5.2